

**RESOLUTION AUTHORIZING EXECUTION OF A CONTRACT FOR
2017 HR SERVICES AND ORGANIZATION REVIEW**

WHEREAS, the Rockaway Valley Regional Sewerage Authority (the "Authority") requires Human Resource Services and an evaluation of the Organization of its Departments; and

WHEREAS, the Authority has found it necessary to contract with an outside vendor to provide these services; and

WHEREAS, in accordance with the Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq., when the cost or price of any contract awarded by the contracting unit does not exceed the bid threshold, the contract may be awarded by the contracting unit without public advertisement for bids provided that for contracts in excess of the Quote Threshold (15% of bid threshold), quotations are solicited; and

WHEREAS, as set forth in the Quotation Record Form dated March 1, 2017 attached hereto and made a part hereof, at least two competitive quotations were sought for the performance of HR Services and an evaluation of the Organization of its Departments and in response the Authority received the lowest quotation from Intervention Strategies, having a business office at 441 Ellis Place, Wyckoff, New Jersey for the weekly rate of \$730.00 and \$2,500.00 for evaluation of the RVRSA department Organization ; and

WHEREAS, funds are available for this purpose at line item 01-501-020

NOW, THEREFORE, BE IT RESOLVED by the Rockaway Valley Regional Sewerage Authority as follows:

1. That the Executive Director is hereby authorized to execute an HR services agreement between Intervention Strategies, having a business office at 441 Ellis Place, Wyckoff, New Jersey and the Rockaway Valley Regional Sewerage Authority, in the amount not to exceed \$33,160.00.
2. This Resolution shall take effect as provided by law.

CERTIFICATION

I do hereby certify that this Resolution was adopted at a regular scheduled meeting of the Rockaway Valley Regional Sewerage Authority held on March 9, 2017

on Motion of: Hector Schorno

Second by: John Cegelka

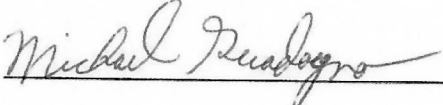
ROLL CALL VOTE:

YEAS: (8) Andes, Cegelka, Corbett, Lowell, Recchia, Rossi, Schorno, Lavery

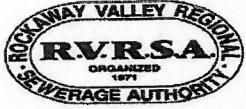
NAYS: (0) None

ABSTAIN: (1) Vincitore

ABSENT: (1) Guadagno



Michael Guadagno
Board Secretary



Rockaway Valley Regional Sewerage Authority

Quotation Record Form

Department Administration Name: JoAnn Mondisini Date: 3/1/2017

Quote by: Phone _____ Fax _____ Mail _____ E-Mail x

Vendor # 1

State Contract No. _____
Morris County Co-op No. _____

Company Name: Intervention Strategies
Address: 441 Ellis Place, Wyckoff, New Jersey(Bus Reg)/ 351 Evelyn St. Paramus, NJ
Phone No. 201-723-8776 Contact Person: Tracy Waldman, Ph.D.

Materials or Service: Human Resource Services and Organization Evaluation

Price: \$730 per week (40-weeks) HR Services and \$2,500 Organization Evaluation
Delivery Time: March 13, 2017 to December 31, 2017

Vendor # 2

State Contract No. _____
Morris County Co-op No. _____

Company Name: EnformHR, LLC
Address: 788 Shrewsbury Ave, Suite 107, Tinton Falls, NJ 07724
Phone No. _____ Contact Person: Cristina L. Amyot

Materials or Service: Human Resource Services and Organization Evaluation

Price: \$8,750 monthly retainer and \$1,150 Organization Evaluation
Delivery Time: March 13, 2017 to December 31, 2017

These Quotes are required on any purchase over \$5,400.00 per year for service or supply. Be sure all information has been completed and a PO voucher issued before ordering. All purchases over \$36,000.00 dollars must be publically bid

Quotes taken by: JoAnn Mondisini

March 1, 2017

Human Resource Consultation for RVRSA

OBJECTIVES:

- To lead the Management Team in discussions that will outline the imperatives in each department to assure safety measures, policies and procedures in the facility are followed at all times to maximize efforts to protect and preserve the environment and waterways.
- To facilitate conversations and ongoing training and development with the entire management team to create an environment in which meaningful feedback is provided and employees are held accountable to maintain standards of excellence.
- To eliminate conflicts and obstacles between employees and employees and their supervisors to assure that internal customer service is exceptional and in turn we are meeting all needs of our external customers and the nine towns counting on RVRSA to keep water safe and economical.
- To oversee and support performance reviews and disciplinary action. To assure that reviews are done in a timely manner and that feedback is given in a meaningful manner in which employees can develop performance improvement plans with measurable objectives.
- To develop and implement a recruitment and hiring plan that will include interviewing new hires into the organization. Oversee the on-boarding of new employees so that they understand the culture of RVRSA and the expectations that each employee has as part of the organization.
- To conduct exit interviews with employees leaving RVRSA to ascertain level of satisfaction and implement improvement programs based on feedback.
- To process FMLA, FLA and Leave of Absence requests. Maintain files in accordance with state and labor laws. Work with

Department of Finance to assure necessary completion of forms and employer certification.

- Interpret and explain human resources policies, procedures and/or regulations to employees and family members as issues arise. Assure that RVRSA satisfies all employment laws and regulations.
- Perform a salary audit to assure that salaries are competitive in the market using benchmarks such as industry standards for a given job function.
- To facilitate team performance and issues that impact on morale, team performance, safety and customer service.
Examples: (complaints, union issues, misuse of workers comp, sick time, employee conflicts and others that your team will identify)

- **Steps**

1. To review all job descriptions and performance evaluation tools utilized by the organization.
2. Meet with all leaders to identify current conflicts and obstacles that may impede excellence in delivery of safe water to the towns that count of RVRSA.
3. Develop and implement an internal and external customer service philosophy and the appropriate training support services to assure results. Provide on the field feedback to the team.
4. Meet with any employees in conflict or in need of individualized performance improvement.
5. Train existing staff in the areas of harassment and discriminations, conflict resolution, substance abuse suspiciousness and progressive discipline.

6. Meet with union reps so that we can share information about the EAP and HR consultation in order to minimize grievances.
7. Work with Safety Director to identify potential misuse of sick time, workers comp and other complaints.
8. Dr. Fox and Dr. Waldman will assure that the team stays on track with all your performance management activities especially the Performance Appraisal Program.
9. Bi-monthly on site visits along with 24 hour access to Dr. Waldman and Dr. Fox as HR consultants will be provided.

Cost:

For the first six months we will be providing unlimited Human Resource phone consultation with HR professionals to assist in resolving issues as they arise. In addition, up to 8 hours per month of onsite consultation. We will meet monthly to audit our activities and results and fine tune our direction if needed to assure that we are fulfilling our obligations and exceeding your expectations.

We will provide this service at a discounted rate of \$730 per week beginning March 1, 2016

10, gm

Line item:

Provide a comprehensive organizational assessment to review current structure as well as succession planning for the organization. Comprehensively reviewing the structure of your organization will deliver critical information on its fundamental strengths and challenges and point to necessary improvements. We will utilize the mission statement of RVRSA's purpose as well as the goals of the organization in order to assess the structure of the organization. This assessment will allow the Leadership and Board to strategically plan and envision future goals and objectives for the organization as a whole.

This will be provided at a discounted rate of \$2500 as we will be part of your Human Resources team on an ongoing basis.